



# STATE OF CONNECTICUT



## *DEPARTMENT OF EDUCATION*

### **CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM JOB OPPORTUNITY PART-TIME BUILDINGS AND GROUNDS PATROL OFFICER PRINCE TECHNICAL HIGH SCHOOL**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE](#)**

**Open To:** Public  
**Location:** 401 Flatbush Avenue, Hartford, CT  
**Hours:** Monday – Friday, 10:00 a.m. – 5:00 p.m.  
**Salary:** \$18.71 per hour  
**Closing Date:** October 16, 2014  
**Job Posting #:** 60938

#### **GENERAL KNOWLEDGE:**

Interpersonal skills, communication skills, ability to think and act quickly in an emergency with judgment and discretion.

#### **EXAMPLE OF DUTIES:**

Enforces regulations relating to parking and traffic control on school property; issues tickets for violations; gives information and assistance to visitors; guards entrances and exits to prevent trespass, vandalism, theft and other violations; performs routine patrol duty and monitors security and alarm systems to detect theft and other criminal acts; provides security escorts; may provide first aid; performs dispatching and record keeping functions at a desk post; may assist in fire prevention and fire fighting activities; performs related duties as required.

#### **GENERAL EXPERIENCE:**

Any experience and training which would provide the knowledge, skills, and abilities listed above.

#### **CHARACTER REQUIREMENT:**

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

#### **PHYSICAL REQUIREMENT:**

Candidates must be in good health; candidates must have and retain sufficient physical strength, stamina, agility, visual and auditory acuity to perform the duties of the class. Applicants may be required to pass a physical examination. Incumbents in this class may be exposed to the attendant discomforts of working outdoors, to the effort of prolonged periods of walking and standing while on foot patrol and/or guard duty and to some danger of injury in performing the duties of the class.

**PREFERRED EXPERIENCE:**

Experience working security in a school setting and/or experience working with the adolescent population.

**Note:**

1. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.
2. Incumbent will work only when school is in session and students are present.

**APPLICATION INSTRUCTIONS:**

In addition to meeting the above requirements, candidates must submit the following information by close of business on the closing date in order to be considered for this position.

1. Cover letter
2. The names and contact information for three (3) pertinent professional references
3. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>
4. Candidates currently employed in state service, please submit your two most recent service ratings with your application materials to:

**Prince Technical High School  
401 Flatbush Avenue  
Hartford, CT 60106  
ATTN: Theresa Ginley, Business Manager  
TEL: (860) 951-7112**

**Please note: Applications will be accepted via U.S. mail or hand delivery only.**

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie

Equal Employment Opportunity Director/American with Disabilities Act Coordinator

State of Connecticut Department of Education

25 Industrial Park Road

Middletown, CT 06457

860-807-2071

[Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov)

(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty

Education Consultant

Connecticut Technical High School System

25 Industrial Park Road

Middletown, CT 06457

860-807-2220

(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education  
Office for Civil Rights  
5 Post Office Square, Suite 900  
Boston, Massachusetts 02109-3921  
617-289-0111  
fax number 617-289-0150  
TTY/TDD 877-521-2172  
(Matters related to race, color, national origin, age, sex and/or disability)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**